

In Person Interview

Excellent Submissions Meet All of the Following Criteria

	Criteria	Comments
Timeliness	<input type="checkbox"/> Resume and cover letter sent on or before provided deadline <input type="checkbox"/> On time to interview appointment	
Written Materials	<input type="checkbox"/> The Cover letter addressed the job description and provided additional information <input type="checkbox"/> The letter and resume were formatted appropriately, well written, and free of spelling, typographical or grammatical errors. <input type="checkbox"/> All necessary information was present and accurate	
Email Etiquette	<input type="checkbox"/> Emails were professional and appropriate <input type="checkbox"/> Emails were returned promptly <input type="checkbox"/> Emails were free of typographical, spelling, or grammatical errors.	
Phone Etiquette	<input type="checkbox"/> Voice mail was professional and concise <input type="checkbox"/> Phone was answered and messages were left in an appropriate and professional manner <input type="checkbox"/> Phone messages were returned promptly	<input type="checkbox"/> N/A
Appearance/First Impressions	<input type="checkbox"/> Appearance was professional and appropriate <input type="checkbox"/> Greeted interviewer with a positive attitude and eye contact	
Interview Content	<input type="checkbox"/> Communicated knowledge about the kind of position desired <input type="checkbox"/> Related your skills to the job very well. <input type="checkbox"/> Were confident in answering questions about yourself and your experience. <input type="checkbox"/> Did not overstate any of your experiences.	
Interview Skills/Techniques	<input type="checkbox"/> Displayed poise and confidence <input type="checkbox"/> Used appropriate language and grammar <input type="checkbox"/> Avoided verbal crutches <input type="checkbox"/> Spoke at an appropriate speed <input type="checkbox"/> Asked the right number of appropriate questions <input type="checkbox"/> Made appropriate eye contact <input type="checkbox"/> Voice was clear and you enunciate clearly <input type="checkbox"/> Maintained calm, appropriate posture <input type="checkbox"/> You demonstrated careful listening	
Follow up	<input type="checkbox"/> You sent a note of thanks within a week of the interview	
Self Reflection	<input type="checkbox"/> Submitted within a week of the interview	
Interviewer Evaluation	<input type="checkbox"/> Positive evaluation from interviewer	

Grade: _____